

**MAIL TO:**

STATE OF UTAH  
DIVISION OF PURCHASING  
3150 STATE OFFICE BUILDING, STATE CAPITOL  
P.O. BOX 141061  
SALT LAKE CITY, UTAH 84114-1061  
TELEPHONE (801) 538-3026  
[www.purchasing.utah.gov](http://www.purchasing.utah.gov)

**Request for Proposal  
Agency Contract**Solicitation Number: **RM6027**Due Date: **11/30/05 at 3:00 P.M.**

Date Sent: October 24, 2005

Goods and services to be purchased: **CONTRACT FOR AN ELECTRONIC FUEL DISPENSING SYSTEM NETWORK****Please complete**

Company Name		Federal Tax Identification Number	
Ordering Address	City	State	Zip Code
Remittance Address (if different from ordering address)	City	State	Zip Code
Type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Government	Company Contact Person		
Telephone Number (include area code)	Fax Number (include area code)		
Company's Internet Web Address	Email Address		
Discount Terms (for bid purposes, bid discounts less than 30 days will not be considered)	Days Required for Delivery After Receipt of Order (see attached for any required minimums)		
The following documents are included in this solicitation: Solicitation forms, instructions and general provisions, and specifications. <u>Please review all documents carefully before completing.</u>			
The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah. Yes_____ No_____. If no, enter where produced, etc._____			
Offeror's Authorized Representative's Signature		Date	
Type or Print Name		Position or Title	

**STATE OF UTAH  
DIVISION OF PURCHASING**

**Request for Proposal**

**Solicitation Number: RM6027**

**Due Date: 11/30/05**

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**Vendor Name:**

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<b>CONTRACT FOR AN ELECTRONIC FUEL DISPENSING SYSTEM NETWORK PER THE ATTACHED RFP.</b>
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RX: 100 61400000002 COMMODITY CODE: 96141
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## REQUEST FOR PROPOSAL - INSTRUCTIONS AND GENERAL PROVISIONS

**1. PROPOSAL PREPARATION:** (a) All prices and notations must be in ink or typewritten. (b) Price each item separately. Unit price shall be shown and a total price shall be entered for each item bid. (c) Unit price will govern, if there is an error in the extension. (d) Delivery time of services and products as proposed is critical and must be adhered to. (e) All products are to be of new, unused condition, unless otherwise requested in this solicitation. (f) Incomplete proposals may be rejected. (g) This proposal may not be withdrawn for a period of 60 days from the due date. (h) Where applicable, all proposals must include complete manufacturer's descriptive literature. (i) By signing the proposal the offeror certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices offered are correct.

**2. SUBMITTING THE PROPOSAL:** (a) The proposal must be signed in ink, sealed, and delivered to the DIVISION OF PURCHASING (DIVISION), 3150 State Office Building, Capitol Hill, Salt Lake City, UT 84114-1061. **The "Solicitation Number" and "Due Date" must appear on the outside of the envelope.** (b) Proposals, modifications, or corrections received after the closing time on the "Due Date" will be considered late and handled in accordance with the Utah Procurement Rules, section 3-209. (c) **Your proposal will be considered only if it is submitted on the forms provided by the state. Facsimile transmission of proposals to DIVISION will not be considered.** (d) All prices quoted must be both F.O.B. Origin per paragraph 1.(c) and F.O.B. Destination. Additional charges including but not limited to delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose must be included in the proposal for consideration and approval by the Division of Purchasing & General Services (DIVISION). Upon award of the contract, the shipping terms will be F.O.B. Destination with all transportation and handling charges paid by the Contractor, unless otherwise specified by the DIVISION. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose will be paid by the state unless specifically included in the proposal and accepted by DIVISION. (e) By signing the proposal the offeror certifies that all of the information provided is accurate and that he/she offers to furnish materials/services for purchase in strict accordance with the requirements of this proposal including all terms and conditions.

**3. SOLICITATION AMENDMENTS:** All changes to this solicitation will be made through written addendum only. Bidders are cautioned not to consider verbal modifications.

**4. PROPRIETARY INFORMATION:** Suppliers are required to mark any specific information contained in their bid which is not to be disclosed to the public or used for purposes other than the evaluation of the bid. Each request for non-disclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any proposal will not be considered proprietary. All material becomes the property of the state and may be returned only at the state's option. Proposals submitted may be reviewed and evaluated by any persons at the discretion of the state.

**5. BEST AND FINAL OFFERS:** Discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of assuring full understanding of, and responsiveness to, solicitation requirements. Prior to award, these offerors may be asked to submit best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by a competing offeror.

**6. SAMPLES:** Samples, brochures, etc., when required, must be furnished free of expense to the state and if not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the offeror's expense.

**7. DIVISION APPROVAL:** Contracts written with the State of Utah, as a result of this proposal, will not be legally binding without the written approval of the Director of the DIVISION.

**8. AWARD OF CONTRACT:** (a) The contract will be awarded with reasonable promptness, by written notice, to the responsible offeror whose proposal is determined to be the most advantageous to the state, taking into consideration price and evaluation factors set forth in the RFP. No other factors or criteria will be used in the evaluation. The contract file shall contain the basis on which the award is made. Refer to Utah Code Annotated 65-56-408. (b) The DIVISION can reject any and all proposals. And it can waive any informality, or technicality in any proposal received, if the DIVISION believes it would serve the best interests of the state. (c) Before, or after, the award of a contract the DIVISION has the right to inspect the offeror's premises and all business records to determine the offeror's ability to meet contract requirements. (d) The DIVISION will open proposals publicly, identifying only the names of the offerors. Proposals and modifications shall be time stamped upon receipt and held in a secure place until the due date. After the due date, a **register** of proposals shall be established. The **register** shall be open to public inspection, but the proposals will be seen only by authorized DIVISION staff and those selected by DIVISION to evaluate the proposals. The register and contract awards are posted under "Vendor Info" at [www.purchasing.utah.gov](http://www.purchasing.utah.gov). The proposal(s) of the successful offeror(s) shall be open for public inspection for 90 days after the award of the contract(s). (e) Utah has a reciprocal preference law which will be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see Section 63-56-404 and 63-56-405, Utah Code Annotated. (f) Multiple contracts may be awarded if the State determines it would be in its best interest.

**9. ANTI-DISCRIMINATION ACT:** The offeror agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibit discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disabilities. Also offeror agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the workplace. Vendor must include this provision in every subcontract or purchase order relating to purchases by the State of Utah to insure that the subcontractors and vendors are bound by this provision.

**10. WARRANTY:** The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah applies to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

**11. DEBARMENT:** The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by the STATE.

**12. ENERGY CONSERVATION AND RECYCLED PRODUCTS:** The contractor is encouraged to bid Energy Star certified products or products that meet FEMP (Federal Energy Management Program) standards for energy consumption. The State of Utah also encourages contractors to bid products that are produced with recycled materials, where appropriate, unless otherwise requested in this solicitation.

**13. GOVERNING LAWS AND REGULATIONS:** All State purchases are subject to the Utah Procurement Code, Title 63, Chapter 56 Utah Code Annotated 1953, as amended, and the Procurement Rules as adopted by the Utah State Procurement Policy Board (Utah Administrative Code Section R33). These are available on the Internet at [www.purchasing.utah.gov](http://www.purchasing.utah.gov).

**REQUEST FOR PROPOSAL**  
***Fleet Card Processing and Electronic Fuel Dispensing Services***  
**Solicitation # RM6027**

**PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The purpose of this request for proposal is to enter into a contract with a qualified firm to establish (continue) an electronic fuel dispensing system network and services for any and all State of Utah agencies and participating partners, such as local government entities. It is anticipated that this RFP may result in a contract award to a single contractor.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

**BACKGROUND**

The State of Utah Fuel Network currently oversees a statewide fueling network. All fuel procurement and fuel sales are managed by and through the Division of Fleet Operations, State Fuel Network. The Division operates approximately 112 automated fuel sites, each site equipped with a card reader, printer and Gas Card site controller. The controllers are either Daticard 780 or a Petro Vend System II Site Controller. The Network services more than 600 different State agencies including School Districts and other local government entities. The State Fuel Network is supplemented by more than 535 private fueling facilities that are currently part of the Gas Card or Sinclair network. The State of Utah intends to continue a strong cooperative arrangement with the private stations, as well as, continued operation of all State of Utah Fueling Facilities, which are currently automated.

The State of Utah Fuel Network distributes more than two million (2,000,000) gallons of fuel monthly, to approximately forty-thousand (40,000) government-owned vehicles throughout the State of Utah and surrounding areas.

Estimated annual consumption of Class A, blended gasoline is ten million (10,000,000) gallons.

\* Required Class A, blended gasoline, as defined by ASTM are as follow:

- 1) 85-octane
- 2) 87-octane
- 3) 91-octane
- 4) New Motor Oil
- 5) ATF
- 6) Lube Grease
- 7) Washer Fluid

Estimated annual consumption of Diesel fuels is also Ten million (10,000,000) gallons.

\* Diesel fuels required, as defined by ASTM are as follow:

- 1) Grade Number 2 Diesel
- 2) Grade Number 1 Diesel

The State of Utah Fuel Network also currently operates approximately 1200 Alternative Fuel Vehicles (ATF) of which more than 200 run on Compressed Natural Gas (CNG). The estimated annual consumption of alternative fuels is two hundred-thousand (200,000) gallons of CNG and fifteen-thousand (15,000) gallons of all other alternative fuel types.

\* Alternative Fuels used by the State of Utah Fuel Network are as follows:

- 1) Motor Fuel Grade Propane (HD-5)
- 2) Compressed Natural Gas Motor Fuel
- 3) Methanol Fuel
- 4) Ethanol Fuel

Estimated annual consumption figures are furnished for the purpose of reference only, no express or implied pledge of consumption is made nor intended. In addition to the fuel the vehicles require an average of about \$600,000 per-year in maintenance costs.

All customers of the State of Utah Fuel Network are exempt from State of Utah sales tax.

### **ISSUING OFFICE AND RFP REFERENCE NUMBER**

The State of Utah Division of Purchasing is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of Utah / Department of Administrative Services / Division of Fleet Operations / State Fuel Network. The reference number for the transaction is Solicitation # RM6027. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

### **SUBMITTING YOUR PROPOSAL**

One original and five (5) identical copies of your proposal must be received at State of Utah Division of Purchasing, 3150 State Office Building, Salt Lake City, Utah 84114 prior to the closing date and time specified. Proposals received after the deadline will be late and ineligible for consideration.

## **LENGTH OF CONTRACT**

The Contract resulting from this RFP will be for a period of two (2) Years.

The contract may be extended beyond the original contract period on a year-to-year basis for up to six (6) additional years, making a total of eight (8) years. Optional extension years are at the State's discretion and by mutual agreement with contractor.

## **PRICE GUARANTEE PERIOD**

All pricing must be guaranteed for the original contract length of two (2) years. Following the guarantee period, any request for price adjustment must be for each optional year extension period, and must be made at least 30 days prior to the effective date. Requests for price adjustment must include sufficient documentation supporting the request. Any adjustment or amendment to the contract will not be effective unless approved by the State Director of Purchasing. The State will be given the immediate benefit of any decrease in the market, or allowable discount.

## **STANDARD CONTRACT TERMS AND CONDITIONS**

Any contract resulting from this RFP will include the State's standard terms and conditions. These may be accessed at: <http://www.purchasing.utah.gov/contractinfo/TermsAgency.pdf>

## **QUESTIONS**

All questions must be submitted in writing and may be submitted to Roselle Miller via email at: [rwmiller@utah.gov](mailto:rwmiller@utah.gov) or via fax at: 801-538-3882. Questions are due by 5:00 p.m. on Thursday, November 3, 2005. Questions received after that date may not be answered. Answers will be given via an addendum posted on the Division of Purchasing website.

## **DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION)**

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the State. However, the State may award a contract based on the initial proposals received without discussion with the Offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense.

## **PROPRIETARY INFORMATION**

The proposal of the successful offeror becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to

be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of Utah and may be returned only at the State's option.

## **SCOPE OF WORK**

Under this contract the State of Utah requires, the winning contractor to provide all members of the State Fuel Network access to fuel information, minor vehicle repair and vehicle maintenance. This access **must** be available on a 24-hour a day, seven day per week, 365 days a year basis at any and all State of Utah Fueling Stations as well as any and all privately operated station using said network, within the State of Utah and surrounding states. All transactions shall be payable through contractors Fleet Fueling Card System.

The Fleet Fueling Card System must be capable of interfacing with established billing, invoicing and vehicle tracking system software, currently being utilized by the State of Utah, Division of Fleet Operations. Currently this system is "Fleet Focus."

## **PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS**

The state of Utah, Division of Fleet Operations, Fuel Network requires a minimum of the following services be provided by the contractor:

1. Internet access to a fuel-site map, a repair and maintenance site map and a listing of the vendors names, addresses, phone numbers, hours of operation and fuel types.
2. Offeror must have no less that 350 operational fueling sites throughout the State of Utah and surrounding area, with the ability to provide additional fueling site vendors, at the State of Utah's request, within 90 days, based upon a reasonable amount of vehicles needing fuel in the area.

The proposal must include a list of site locations currently installed and operational with electronics and projected sites through the end of the current year. The list must include the name, location, phone number and hours of operation of each facility. Include information on which petroleum and alternative fuels are offered at each site.

Specify any and all maintenance options available through your network. The proposal must include a list of maintenance site locations that currently accept the proposed fleet card and any projected sites through the end of the current year. The list must include name, location, phone number, hours of operation and type of service offered at each facility.

Preference will be given to Offerors with fuel and maintenance sites located in areas of the State of Utah which are considered to be strategic to the State of Utah Fuel Network operations. (Please email Roselle Miller at [rwmliller@utah.gov](mailto:rwmliller@utah.gov) for an Excel spreadsheet of

locations.)

The State of Utah requires that the contractor provide proof of payment to any and all subcontractors used to perform duties for the State of Utah under this contract. The proposal will include an explanation of how the State of Utah will be notified of such payments.

3. Offeror must furnish a Fleet Card based electronic fuel management system to be used at private vendor as well as State of Utah fuel dispensing sites. The cards will be issued to a vehicle serviced by the State Fuel Network and must accommodate a seven character alpha-numerical license plate number in addition to the vehicle year, make, model, VIN and 30 character description. Multiple cards may be issued for each vehicle. Supervisor fuel cards will be issued to an individual rather than a vehicle and may be used for fuel and service on multiple vehicles. Card design shall be included as a part of the proposal.

The system must provide adequate security for fund transfers and fueling transactions. The State of Utah will maintain responsibility for data security and integrity once it is transferred to the State of Utah owned and operated computer system. Identify format(s) that will be used when making the data available to the State of Utah and the mechanics involved in obtaining said data. The process for data transfer should be fully explained and be functionally tested at the time the proposal is submitted. It should also include "lock-out" capabilities, in the event of a lost or stolen card.

The system must have the capability to electronically exempt user from paying State of Utah and Federal gasoline taxes. The process for tax exemption must be fully explained as part of the proposal. Include information on any problems encountered with this process and what steps are being taken to correct said problem.

The system must use standard magnetic stripe card technology interfacing with existing card reader systems. It must have the capacity to handle all State of Utah and non-state billing procedures. It must also allow the use of a five (5) digit, Personal Identification Number (PIN) for network vehicle tracking purposes. Due to the number of customers on the State of Utah Fuel Network, the system must allow the current PIN's to remain the same, if and when a transfer occurs. Include information on procedures for requesting a new or replacement card. The system must allow the State of Utah Fuel Network to collect mileage and cost per mile data, based upon information input at the time a transaction. Maintenance of data and system must be by State of Utah Fuel Network staff. Include training on system operation if necessary in proposal.

Provide information on tracking procedures in the event of a power failure or trouble with satellites, computer lines, or phone lines. Include information on training given to the State of Utah Fuel Network and vendor employees in dealing with these situations.

The State of Utah Fuel Network, at this time, uses PetroVend K2500, System II, K800 and Fuel Master 2550 Card Readers, vendors must be able to interface with each of these card readers. Specify when authorizations are done in real-time, batch processing or negative



card file. If authorizations are not processed in one of the said methods, fully explain the process used. *Preference will be given to an offeror that can demonstrate the ability to interface with any and all electronic tank monitoring equipment, to provide to the State of Utah Fuel Network with real-time inventory, testing and alarm data.*

Provide information on the average price per site installation and the cost to the State of Utah for adapting/retrofitting/upgrading existing equipment to operate with the offeror's fleet card system. Specify any and all costs associated with converting to the system offered in the proposal from the current operating system used by the State of Utah, at this time that system is the "Gas Card Fuel Management System". List any and all special equipment needed, including information on the data conversion process, the time needed to implement the system and the time frame of the card conversion. *Remember due to the fact that the State of Utah Fuel Network is the sole source of fuel for all State of Utah agencies as well as for many emergency vehicles the transition to any new system must be flawless and short in length, no down time will be tolerated. Any problems with this conversion will be viewed as reason for termination of any and all agreements and/or contracts.* Describe how this conversion will be accomplished in view of these conditions.

Specify how the contract integrity will be upheld in regards to fuel pricing. Include information on any and all discounts available to the State of Utah based on rack plus or street price less cents per-gallon pricing modules. Also include any additional information on the vendor's pricing schema.

4. The offeror must provide bulk fuel loading capabilities at the following locations within 60 days of agreement/contract award:
  - Cedar City
  - Moab City
  - St George City
  - Richfield City
  - Logan City
  - Ogden City
  - Salt Lake City
5. The offeror **must** provide a toll free 24 hour a day 7 day a week customer service support line. The name, location, direct phone line and email address of key personal manning the support line shall be provided to the State of Utah Fuel Network for backup. Any and all communications to the offeror, from the State of Utah Fuel Network shall be documented and a response provided to the State of Utah within **one** hour during normal working hours and within **two** hours at night, on weekends and holidays. The State of Utah Fuel Network on call list is as follows:

1-Jeff Done / Office (801) 538-3695 / Cell (801) 712-1047 / [jdones@utah.gov](mailto:jdones@utah.gov)

2-Steven Canning / Office (801) 619-7232 / Cell (801) 971-9742 / [scanning@utah.gov](mailto:scanning@utah.gov)

3a-Robert Seele – Fuel Technician / Cell (801) 971-9741 / [bseele@utah.gov](mailto:bseele@utah.gov)

3b-Todd King – Fuel Technician / Cell (801) 580-5114 / [tking@utah.gov](mailto:tking@utah.gov)

6. Provide information on any and all additional services offered through your company as well as using inter-company agreement that may benefit the State of Utah Fuel Network
7. The Offeror must provide a company profile, to include the following information:
  - Company ownership. If incorporated, the state in which the company is incorporated and the date of incorporation. Include a list of the principals in the corporation.
  - Proof of liability insurance for no less than \$1,000,000. Provide the name of the insurance company along with policy parameters and limitations
  - Location of the company, to include name, address, contract contact, and phone number.
  - Location of the office servicing any State of Utah account activity. To include name, address, account contact, and phone number.
  - Number of employees both locally and nationally.
  - Location from which employees will be assigned to the account.
  - Name, address and telephone number of the Offeror's point of contact (account manager / responsible person) for a contract resulting from this RFP.
  - Company background / history / vital information including financial and fical soundness as well as why the Offeror is qualified to provide the services described in this RFP.
  - Length of time the Offeror has been providing said services, describe in this RFP, to public and private sector vendors. Please provide a list of past as well as present contracts servicing. Provide company name, address, contact person, phone number and a brief description of services provided to these companies.
8. The Offeror must provide a cost structure for services offered, include any price breaks or volume discounts available. Provide a detailed cost per vehicle report.

## **Billing**

The contractor shall furnish monthly invoices, no later than five (5) days following the end of each and every month. Daily downloads of the previous days transactions shall be available to view, on line, no later than 5:00 AM Mountain Standard Time the following day the transactions were completed. The daily transaction report downloads must be in a format which is compatible with the State of Utah Fleet Operations vehicle tracking software. Provide detailed information concerning the implementation of this program; include examples of interfacing information with Fleetfocus, the State of Utah's current vehicle tracking and billing system.

All monthly invoices and daily transaction reports must contain a minimum of the following information:

- Vehicle License Plant Number
- Date and Time of Transaction
- Type of Fuel and/or Service (using a detail level product ID code)
- Number of units / gallons purchased
- Price per unit / gallon of purchase
- Odometer reading at the time of purchase
- Point of Purchase (Location)

- Total Purchase Price
- Total State and Federal taxes
- Net price after taxes are deducted
- Customer Number and PIN
- Current Credit and Payment Information
- Fleet Fueling Card Number

Provide hardware and software for billing across multiple agencies and levels of government for the distribution of charges to more than 4000 accounts. Detail the billing process and the steps taken to provide a single invoice for all State of Utah purchases and individuals invoices for each of the non-state members of the State Fuel Network. Include any and all examples of billing format.

Offeror must provide access to billing via the Internet. Access should be granted by entering a customer identification number.

The State of Utah Fuel Network will reimburse the awarded contractor State Excise Tax (SET), for remittance to the retail providers. Although the SET must appear on the billing statements of State Fuel Network Members, it must be deducted from the invoice total. The SET shall be billed to and paid by the State Fuel; Network only. Detail the process for capturing the SET information, from retail sites. Provide information on the SET process at retail sites verses State Fuel Network run sites that do not charge SET. Detail how the system will distinguish between the two different site types, include an example and show format.

Include any and all information in detail on any processing and data transferring charges.

### **PROPOSAL RESPONSE FORMAT**

Proposals shall be presented in a clear and concise manner. Attention should be given to the RFP instructions to ensure that the "Offeror's" ability to fill the requirements are addressed and explained in the proposal. Proposals should include any and all information concerning equipment or services that will be needed and/or used by the contractor to fulfill contract requirements.

All proposals must be organized and tabbed with labels for the following headings:

1. **RFP Form.** The State's Request for Proposal form completed and signed.
2. **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.
3. **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:

- A. A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations. Clearly indicate any options or alternatives proposed.
- B. A specific point-by-point response, in the order listed, to each requirement in the RFP.
4. **Cost Proposal.** Cost will be evaluated independently from the technical proposal. Please enumerate all costs on the attached Cost Proposal Form. To facilitate a comparison of prices, each offeror must respond to the following:
- a) Cost of site hardware necessary at each fueling site and detail of hardware options available. Offeror shall include any site hook-up fee if applicable.
  - b) Cost of any data-transfer or bill processing charges based on current State of Utah Fuel Network usage.
  - c) Per-gallon discounts for any fuel purchases. Offeror must include basis for discounts or evaluation of rack plus pricing with respect to;
    - Transaction cost, each time fuel is purchased
    - Card cost, for each credit card issued or replaced
    - Training costs
    - Vendor markup on fuel rack price or other fuel index
    - Ad hoc reports
    - Lock out credit card costs
    - On-site terminal, access costs
    - Any help desk or support costs
    - Any and all other associated costs

### **PROPOSAL EVALUATION CRITERIA**

Proposals will be evaluated by a committee, against predetermined criteria with assigned weights as indicated. **Each area of the evaluation criteria must be addressed in sufficient detail to determine quantity and quality of the proposal.** Proposals should follow the sequence of the criteria below, with each and every criterion being addressed separately and in sufficient detail for evaluation (with references to related criteria as appropriate).

<b><u>Weight</u></b>	<b><u>Criteria</u></b>
16 %	Demonstration of competence, including service capability and past performance.
13 %	Number of sites currently in place with electronic hardware in the State of Utah. Strategic location of sites.

7 %	Facility of implementation, ease of interfacing information with the State of Utah's current vehicle billing and tracking system.
10 %	Hardware and software capacity that can handle both the inter-agency and private to State of Utah billing requirements for fuel dispensing and related information collection. Including the ability to handle exempt transactions
8 %	System security and pre-authorized controls.
6 %	Processing and data-transfer charges.
9 %	Per-transaction costs. Include any information on available fuel discounts.
15 %	Cost to the State of Utah Fuel Network for implementation.
9 %	Potential service disruption during implementation. Include information on how 6,500 assigned PIN's will remain the same.
7 %	Capacities of electronic system.

### **Demonstrated Competence**

- 1) Providing a comprehensive network of fuel and automotive services vendors throughout the State of Utah, regionally, nationally, and internationally, with 24 hour a day seven day a week 365 days per year access.
- 2) Electronic interfacing with State of Utah, Division of Fleet Operations billing and tracking systems
- 3) Flexibility in fuel card system to satisfy the diverse needs of the State of Utah Fuel Network
- 4) State of Utah Excise Tax (SET) billing process.

### **Experience in Performance of Comparable Endeavors**

- 1) Furnish information concerning fleets that have been recently or are currently covered by the offeror's company. Include size of fleet and services provided.
- 2) Detail the history of the electronic interface program. Include failures and steps taken to correct any problems.
- 3) Detail vehicle tracking program.
- 4) Provide a company profile.

# State of Utah Fuel Network RFP Cost Proposal

## RFP #RM6027

**Cost is to be submitted based on the following:**

**(Any deviation from this format may result in disqualification of proposal)**

As outlined in “**Proposal Response Format**” Section, Number 4 of this RFP

- a) Cost of site hardware: \$\_\_\_\_\_each.
- b) Cost of any data-transfer or bill processing: \$\_\_\_\_\_each.
- c) Per-Gallon discounts: \$\_\_\_\_\_per-gallon.

Offeror must include basis for discounts or evaluation of rack plus pricing with respect to the following:

- Transaction Cost, each time fuel is purchased
- Card Costs, for each credit card issued or replaced
- Training costs, Vendor markup on fuel rack price or other fuel index
- Ad Hoc reports
- Lock out credit card costs
- On-site terminal, access costs
- Any help desk or support costs
- Any and all other associated costs

**Utah Fuel Network - SOLICITATION # RM6027**  
**RFP EVALUATION SCORESHEET**

**Firm Name:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Score will be assigned as follows:

0 = Failure, no response

1 = Poor, inadequate, fails to meet requirement

2 = Fair, only partially responsive

3 = Average, meets minimum requirement

4 = Above average, exceeds minimum requirement

5 = Superior

	<b>(Score X Weight = Points)</b>			<b>Comments</b>
	<b>Score</b>	<b>Weight (0-5)</b>	<b>Points</b>	
<b>1. Demonstrated Competence</b> (16 point possible)		3.2		
<b>2. Number of sites in place</b> (13 points possible)		2.6		
<b>3. Ease of implementation</b> (7 points possible)		1.4		
<b>4. Hardware and software capacity</b> (10 points possible)		2		
<b>5. System security</b> (8 points possible)		1.6		
<b>6. Processing Charges</b> (6 points possible)			*	
<b>7. Per-transaction charge</b> (9 points possible)			*	
<b>8. Implementation Cost</b> (15 points possible)			*	
<b>9. Potential service disruption</b> (9 points possible)		1.8		
<b>10. Capacities of electronic system</b> (7 points possible)				
<b>TOTAL EVALUATION POINTS</b>	----	----		

\* Purchasing will use the following cost formula: The points assigned to each offerors cost proposal will be based on the lowest proposal price. The offeror with the lowest Proposed Price will receive 100% of the price points. All other offerors will receive a portion of the total cost points based on what percentage higher their Proposed Price is than the Lowest Proposed Price. An offeror whose Proposed Price is more than double (200%) the Lowest Proposed Price will receive no points. The formula to compute the points is:  $\text{Cost Points} \times (2 - \frac{\text{Proposed Price}}{\text{Lowest Proposed Price}})$ .